

**Bylaws of the Board****Minutes**

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designed for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - a) The time, place and date of each meeting
  - b) The names of those members in attendance
  - c) The disposition of all matters on which action was recommended
  - d) All motions and resolutions and their disposition, listing all votes, abstentions and absentees
  - e) All decisions concerning future meetings and agendas
  - f) By request, a brief statement of a Board member may be included.
  
5. A record of votes at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in a fireproof vault.

Legal Reference: Connecticut General Statutes, 1-225, Meetings of government agencies to be public, recording of votes

Policy adopted: **March 5, 1991**  
Revised: **April 21, 2003**

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut